

CITIES

INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed as the **Authorizing Official by the City Clerk, or City Administrator on each of the six (6) pages.**
2. On a separate page; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:
 - Population of City
 - Services provided to residents
 - Number of Employees
 - City Departments including facilities
 - (Required with Application)**
3. Provide the RNO (Race and National Origin) profile of your service area Census Data which can be found at this web site: <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
Community Facts: you must enter your city information in the search box; then click GO
Once on your city page go to:
2017 American Community Survey
Click on: Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)
(Required with Application)
4. Sources of Funding
Mill Levy which can be found at this web site:
<https://admin.ks.gov/offices/chief-financial-officer/municipal-services/county-tax-levy-sheets>
Financial Statement
Summary of current budget for the city.
(Required with Application)

All pages must be signed by City Clerk, City Administrator or Mayor

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

E-mail: fedsurplus@ks.gov

Fax: (785) 296-4060

Mail: Federal Surplus Property
2830 SW Kanza Drive
Topeka, Kansas 666606
ATTN: ELIGIBILTY